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OTR Registry

76-6545

19 JUL 1976

MEMORANDUM FOR: Assistant Director for Liaison, Office  
of Finance

FROM : Harry E. Fitzwater  
Director of Training

SUBJECT : Draft Letter on Defensive Driving Tuition  
Charges

Attached is a draft letter to State, DoD, and Secret Service explaining our requirement to charge tuition for 25X1A non-Agency personnel who attend our defensive driving course. Pursuant to your conversation with [REDACTED] of my staff on 13 July, please add your standard language concerning proper billing address and procedures and send to the appropriate people in the three departments over your signature.

[REDACTED]

Harry E. Fitzwater

25X1A

## Attachment

## Distribution:

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OTR/PRS/[REDACTED]:ej (14 Jul 76)

25X1A

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DRAFT LETTER TO STATE, DOD, AND SECRET SERVICE

SUBJECT: Tuition Charge for Training in Defensive Driving  
Techniques

Several years ago, this Agency developed a one-day course in defensive driving techniques. The course consists of lectures, a film, a demonstration, and "hands-on" time for each student to practice the techniques in a vehicle. Personnel from other Agencies, as well as CIA, have made numerous favorable comments on the value of this course. The increase in terrorist activity around the world has focused attention on the need for this type of training for selected individuals going to potential trouble spots.

More than 85 percent of the costs associated with this training are related to the vehicles themselves. On the average, we expend 12 vehicles each time this training is given to a group. The costs have been rising steadily over the past several years and we anticipate that this rise will continue. To defray this expense, our Office of Training is instituting a tuition charge of \$225 per student for each non-CIA individual who receives this training, effective 1 October 1976.

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